



# How to Effectively Evaluate the Success of Your Used Oil Grant Program

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# Before We Begin . . .

★ **Are there any specific areas of evaluation that you would like to discuss**

- Used oil collection?
- Community events?
- Public education?
- School education?
- Other

# Workbook/Guidebook

- ✦ **Reporting Requirements Streamlined**
- ✦ **Guidebook revised using Information Mapping Technique**
- ✦ **Workbook includes information and examples for all grant forms and new Annual Report**



# Input From Grant Managers

- ☀ **Progress Reports**

- Grantees seem to like the new streamlined format

- ☀ **Program Evaluation**

- Many grantees do not submit any type of evaluation information

- ☀ **Specific Issues**



# TOP TEN

## Reporting Problems

10. **Inaccurate completion of Expenditure Itemization Summary.**
9. **No Recycled Content Form included.**
8. **Not reporting interest accrued.**
7. **Sample premiums or photos not submitted with report.**
6. **Resolutions included with report (not needed).**



# TOP TEN

## Reporting Problems

5. Failure to maintain separate reports for each grant cycle .
4. No inclusion of payment request form for final 10% of grant funds.
3. Failure to get approval for public education.
2. No report of work to be included in the future.
1. Failure to report amount of oil collected by collection type.

# What Evaluation Is

- ✦ Process of gathering data before, during, and after program implementation to help determine results or impact
- ✦ **Process Evaluation**
  - ✦ Shows how your program is progressing.
  - ✦ It answers the question, “**What did you do?**”
  - ✦ Names, dates and numbers.
- ✦ **Outcome Evaluation**
  - ✦ Shows what your program is achieving.
  - ✦ It answers the question, “**What were the results?**”  
**What impact did your program make?**

# Getting Started

- ✱ Include evaluation components in program planning and development.
- ✱ What will be the timeframe(s).
- ✱ Establish good recordkeeping systems.
- ✱ Establish feasible program goals.



# Getting Started

- ★ Develop specific and measurable program objectives – example 1

## **TOO BROAD**

Involve youth groups in storm drain stenciling program this year.

## **SPECIFIC**

Using the Earth Team youth group, complete storm drain stenciling program in three new developments by 1/1/01.

# Getting Started

- ★ Develop specific and measurable program objectives – example 2

## **NOT MEASURABLE**

Minimize damage to the environment from the improper disposal of used oil.

## **MEASURABLE**

Establish six new certified collection centers by 7/1/01.

# Getting Started

- ✴ Determine baselines when possible
  - ✴ A baseline is an indicator, typically numerical, by which you will measure progress in the future.
  - ✴ Baselines represent a starting point from which you can measure progress for a specified period of time.
  - ✴ They can date back to the inception of your program or can also be established each year to show the progress of your program.

# Getting Started

- ★ Collect and record data throughout your program.
- ★ Review goals and objectives.
- ★ Analyze program information you have collected along the way.
  - ★ Did your program components work as intended?
  - ★ What did you achieve?
  - ★ Can you document a change, result, impact?

# Getting Started

## ★ Highlight your successes

- What made these components successful?
- How can we can replicate or increase these components?
- How can I share these "success stories"?
- How can we continue to be successful?

## ★ Learn from failures

- Why did these components fail to contribute to the program?
- Is the component still relevant to the program?
- How can I change the component to make it more effective?
- Should I delete or replace the component entirely?

50:50



# *Who Wants to be a Millionaire Grantee?*

15	●	\$1 Million
14	●	\$500,000
13	●	\$250,000
12	●	\$125,000
11	●	\$64,000
10	●	\$32,000
9	●	\$16,000
8	●	\$8,000
7	●	\$4,000
6	●	\$2,000
5	●	\$1,000
4	●	\$500
3	●	\$300
2	●	\$200
1	●	\$100

